



HEADQUARTERS
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5 NOVEMBER 2003

California Wing Policy Letter 05

Subject: CAPF 108 Submissions

It is the policy of California Wing that members must complete and mail their CAP Form 108 to the Incident Commander within 7 days of the close of a mission. This includes, but is not limited to, SAREX, CD, and actual SAR/DR missions. If the Form 108 is not postmarked within 7 days it will not be accepted. In the case that no Form 108 is submitted for use of a CAP corporate aircraft, the CAP Incident Commander will complete a CAPF 108 to insure that wing will receive the proper maintenance reimbursement. The Incident Commander shall complete all mission paperwork and forward it for processing within 14 days of the close of the mission.

Virginia M Nelson

VIRGINIA M. NELSON, Colonel, CAP
Commander

Supersedes Policy Letter 03-05, 24 January 2003

Where Individual Performance Meets CAP's Potential